There are three options to submit W-2's and G-1003 Annual Reports to DOR:

- Upload a File
- Import a File
- Manual Entry

NOTE: W-2's and G1003 must be submitted using the same option. If you use the upload process for the W-2s, then you must also create and use the upload process for the G1003. Refer to How to Create a CSV document on dor.georgia.gov for instructions on creating the file.

Upload a File

Upload G1003:

Create a text (.TXT) file in a Notepad document for upload. To open a Notepad document:

- Right click on your desktop, Select New Text Document, Double-click on icon to open

Or
- Click the Start button, Select All Programs, Select Accessories, Select Notepad
- Use the below format in Notepad only, replacing the examples with your data. The color codes are a guide for you to identify the data that is required

2012-12-31,0,0,0,123456789,1234567AA,2013-02-28,2012,0,0,0.00,0.00

Tax period end
Software Id
Software Version
Amended Return Indicator (Entering "1" indicates an amended return)
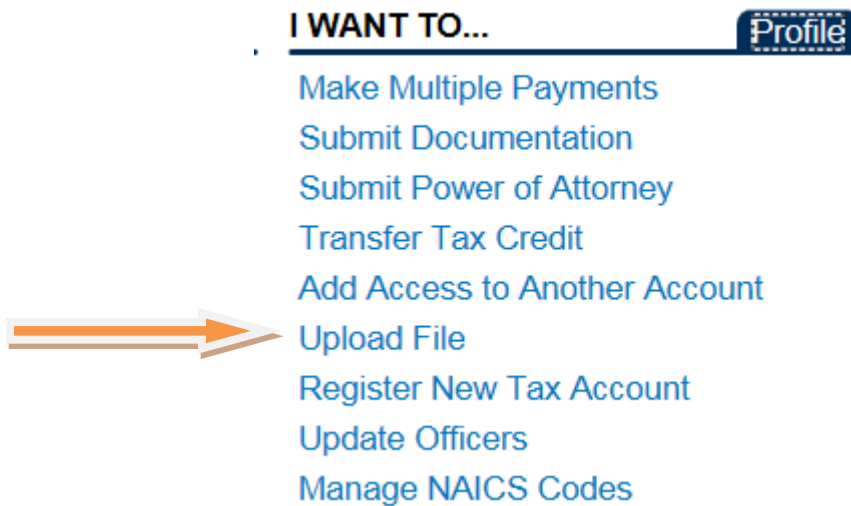**FEIN#**
GA W/H#
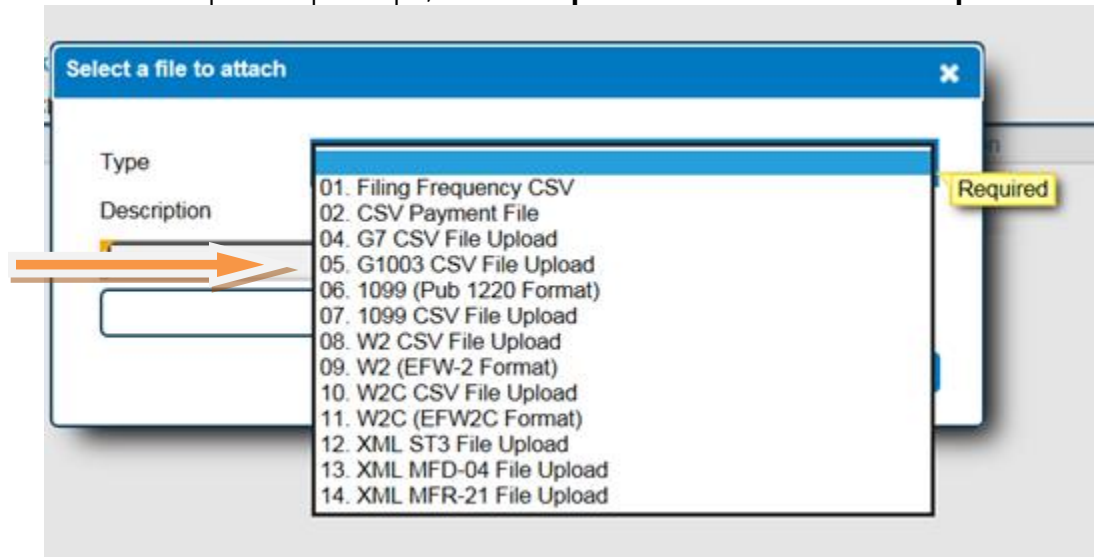**Due date**
Tax year
No GA Tax
Number of forms
GA taxable wages
GA tax withheld

- To upload the file:

   o Click the **Upload File** hyperlink under the **I Want To** section on the right

    o From the upload prompt, select **Option 5: G1003 CSV File Upload**

NOTE: a .TXT file is compatible to a .CSV file in GTC; therefore, select the **G1003 CSV File Upload** option to upload a .TXT file

Upload W-2:

- If you created your W-2's using the federal format, select **Option 9: W2 (EFW-2 Format)** from the upload prompt in GTC.
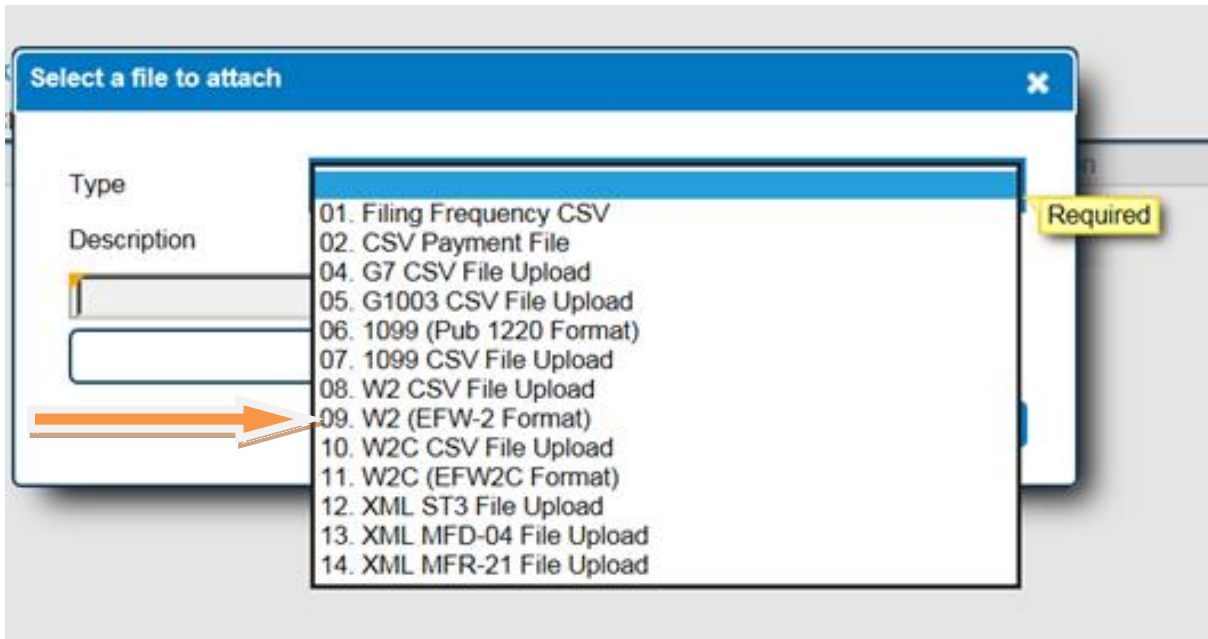
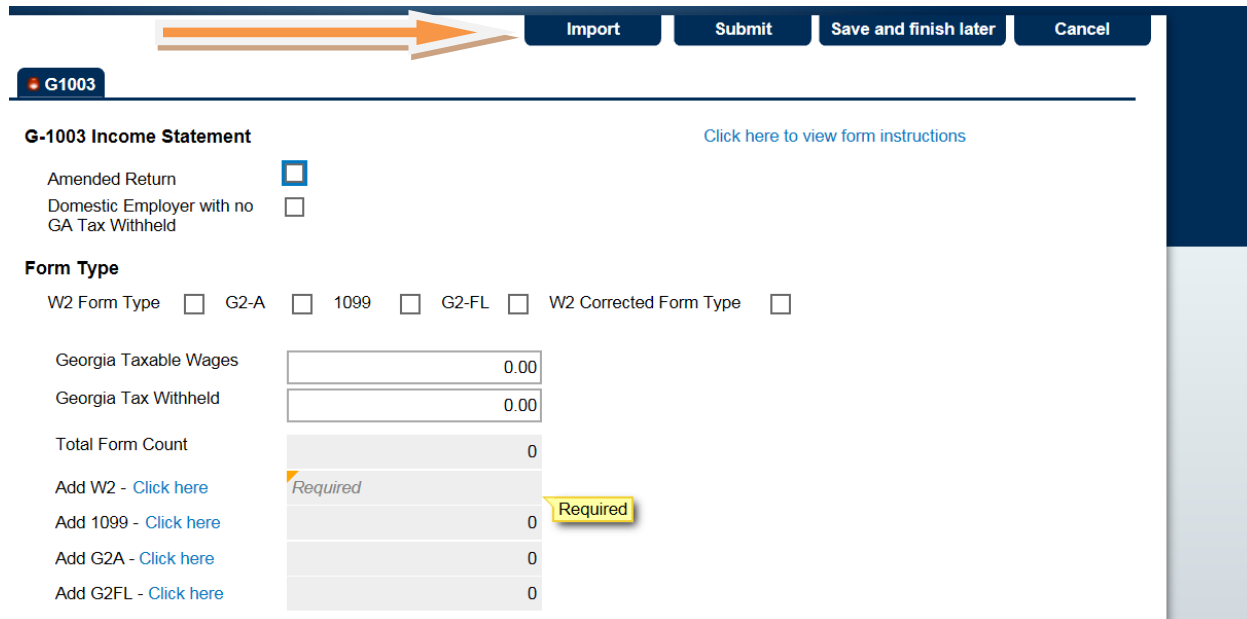- Select **Option 8: W2 CSV file Upload** if you created our W-2's as a **CSV.**

Upload 1099s

- To upload 1099 in Federal Format, select **Option 6: 1099 (Pub 1220 Format)** from the upload prompt

- Select **Option 7: CSV File Upload** if you created your 1099 as a **CSV** file

Import a File

Note: Not recommended for more than 25 files. Refer to the Federal Format upload process.

- Select the applicable period and click the **File Return** hyperlink to open the G1003
- Click the **Import** button at the top of the page to receive the prompt to choose your file

	Import	Submit	Save and finish later	Cancel

G1003

G-1003 Income Statement   Click here to view form instructions

Amended Return   ☐
Domestic Employer with no   ☐
GA Tax Withheld

Form Type

W2 Form Type ☐   G2-A ☐   1099 ☐   G2-FL ☐   W2 Corrected Form Type ☐

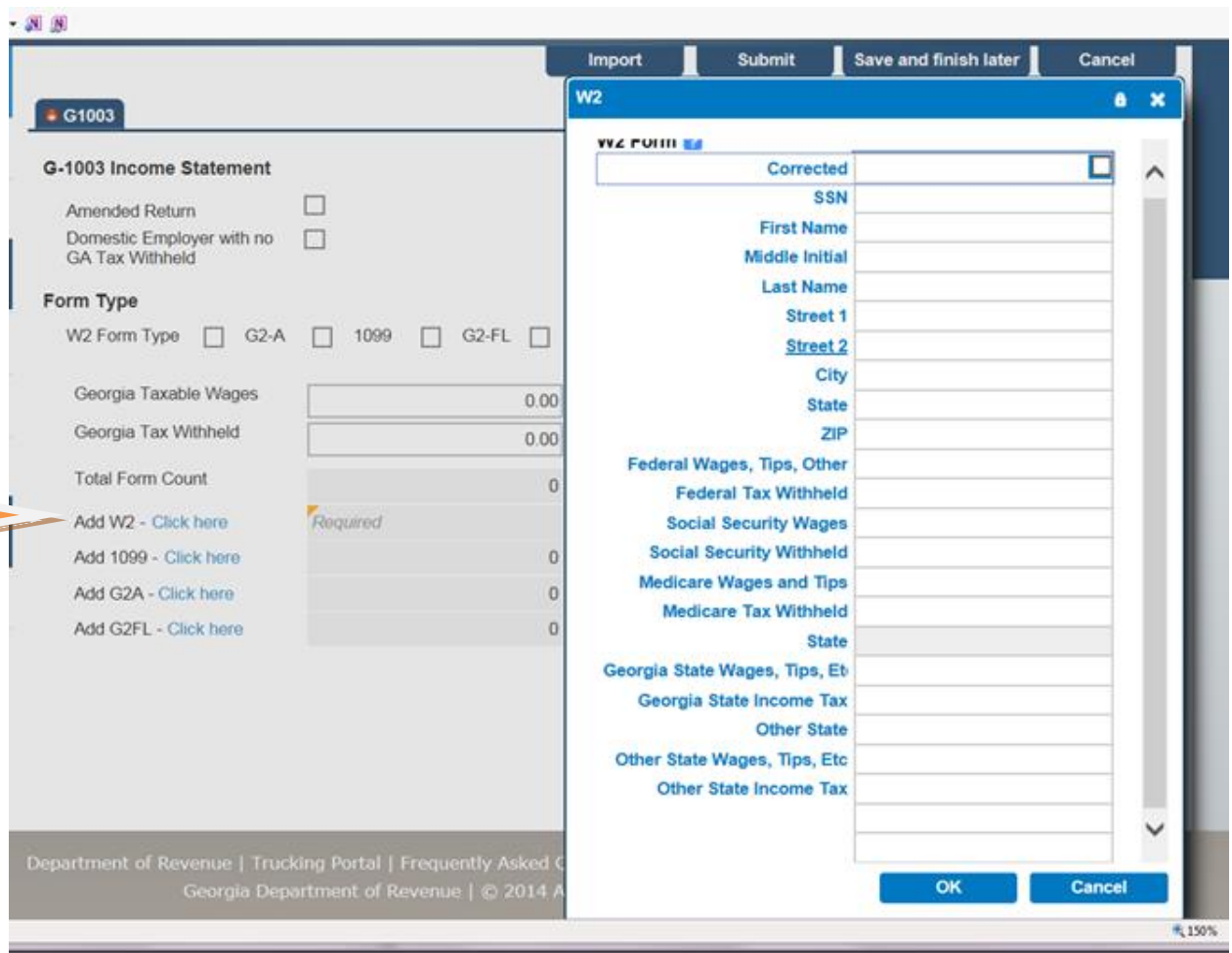|		
Georgia Taxable Wages		0.00
Georgia Tax Withheld		0.00
Total Form Count		0
Add W2 - Click here	*Required*	
Add 1099 - Click here		0 Required
Add G2A - Click here		0
Add G2FL - Click here		0

Manual Entry

Note: Not recommended for more than 25 files. Refer to the Federal Format upload process.

Choose the **"Click here"** hyperlink for the type of form you want to enter

- Begin entering your data this open a second record until all records are entered.

- When finished entering all records, click the **OK** button to continue the process. Click **Submit**.